



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Park Naturalist.

MEETING DATE: November 20, 1996

SUBMITTED BY: Joanne Narloch, Human Resources Director

RECOMMENDED ACTION: To approve the class specification and salary range for Park Naturalist.

BACKGROUND INFORMATION: Reorganization of the Park Ranger Program was approved by the City Council and took effect July 1, 1996. As part of this reorganization, the budget of the Park Ranger account was adjusted to reflect a transfer of \$65,000 out of the account to the Police Department to fund a full-time Police Officer. The Council also approved additional funds in the amount of \$10,535 to be added to the Ranger budget to facilitate making our present part-time Park Naturalist a full-time position. This position will be placed in the Maintenance and Operators benefit group.

The funding and establishment of this position were approved by the City Council in the 1996-97 budget.

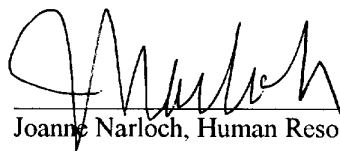
It is recommended that Council approve the class specification (attached) and salary range below:

| <u>A</u> | <u>B</u> | Step <u>C</u> | <u>D</u> | <u>E</u> |
|------------|------------|------------------|------------|------------|
| \$ 1834.00 | \$ 1925.67 | \$ 2021.96 | \$ 2123.08 | \$ 2229.23 |

ANNUAL COST: \$ 31,030 (Salary & Benefits)

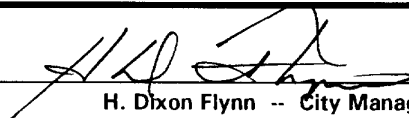
FUNDING: Currently budgeted

Respectfully submitted,


Joanne Narloch, Human Resources Director

cc: Ron Williamson, Recreation and Parks Director

APPROVED:


H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-173

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR PARK NATURALIST

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Park Naturalist, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

| S T E P | | | | |
|-------------|-------------|-------------|-------------|-------------|
| A | B | C | D | E |
| \$ 1,834.00 | \$ 1,925.67 | \$ 2,021.96 | \$ 2,123.08 | \$ 2,229.23 |

Dated: November 20, 1996

I hereby certify that Resolution No. 96-173 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 20, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

CITY OF LODI

October 1996

PARK NATURALIST

DEFINITION:

Under the general supervision of the Parks Superintendent, develops, coordinates and administers activities and programs for Lodi's Discovery Center and Nature Area. Develops lesson plans and curriculum for all age groups and conducts tours of special park and nature areas.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Parks Superintendent.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

Interprets the natural and historical features of the city park system through programs, both on and off-site and exhibits.

Directs and coordinates the work of designated volunteers in the parks department.

Assists in the training of volunteers and subordinate staff in interpretive and museum operations, methods and techniques.

Performs administrative tasks such as purchasing materials, record keeping, and preparing correspondence.

Plans, designs, prepares and evaluates exhibits and programs.

MINIMUM QUALIFICATIONS:

Knowledge of:

Nature areas and centers.

Park systems and recreation areas.

Flora, fauna and cultural and natural history of the Lodi area.

Principles of natural resource conservation and interpretation.

Methods and materials used in preparing and interpreting historical and natural science collections, displays and exhibits.

Assists with general grant application processes.

Assists with budget preparation and control.

Ability to:

Deal successfully with the public.

Work effectively and establish good working relationships with groups and organizations in the private sector.

Speak and write clearly and effectively.

Work with and motivate volunteers.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience:

At least one year of experience in public recreation, park administration, or a closely related field.

Education:

High school graduation or equivalent with a preferred supplement by college course work in recreation, park administration, natural sciences, or a related field.

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license.